

23 March 1976

MEMORANDUM FOR: Addressees Listed

SUBJECT : Retention of Non-CIA Documents

1. CRS must make a decision on how long to hold non-CIA documents. This memorandum is to offer you an opportunity to provide input into that decision.

2. Present CRS Records Control Schedule states that all non-CIA documents will be held for 20 years, though in practice few have been destroyed, particularly those on film. CIA intelligence information reports and finished intelligence must be retained until turned over to the Agency Archives.

3. From the point of view of effective operations within CRS, economy and effectiveness improve as the time to hold non-CIA documents can be reduced. The declassification provisions of Executive Order 11652 and the Freedom of Information Act and Privacy Act reinforce this condition. A series of bilateral agreements between CIA and other USIB agencies state that each agency will hold the other's documents for the useful life of the document plus five years (not further defined). At the expiration of this period, the originating agency will service requests from the receiving agency for old documents. In practice, this process does not work well, when it works at all.

4. The overwhelming bulk of requests for CRS services (excluding the effect of the past year's investigations and the FOIA business) is for documents that are less than 10 years old. Searches of more than 25X10 years require approval by an "operating official" [redacted] Less than 5% of total service for either CIA or non-CIA documents cover longer time periods. However, some apparently important projects cover longer time frames. The utility of these longer searches cannot be judged within CRS.

5. The question, again, is: *How long should CRS hold other agencies' classified documents?* A subordinate question is: *Should CRS retain the index entry to another agency's document after it is destroyed?*

(Again, there is an uncertain possibility of being able to get the old document from the other agency if a CIA employee has a reference to it. Getting it, however, will be very slow.)

MORI/CDF

CONFIDENTIAL

Working Paper	--
Destroy After	
1 JAN 1978	

SUBJECT: Retention of Non-CIA Documents

25X1

25X1 6. I would greatly appreciate a statement of your view (or lack thereof) by 15 April. [redacted] are available to talk about this if you have questions. Please note that once a firm retention period is agreed on and CRS starts to purge, many things are gone forever.

25X1

[redacted]  
H. C. EISENBEISS  
Director, Central Reference Service

Addressee Distribution:

O/DDI  
DDI/MS  
C/CGAS  
C/Ops Center  
C/SALT  
D/OCI  
D/OER  
[redacted]  
D/GCR  
D/IAS  
D/OPR  
D/OSR  
D/OWI  
D/OSI  
NPIC ExOf  
D/OTR

25X1

cc: DDS&T  
D/NPIC  
C/ISAS  
C/IPS  
C/DDO Services Staff  
C/SSG/DDI  
C/COMIPLEX/DDI  
[redacted]

25X1

CRS Distribution:

C/DSG  
C/ISG  
C/SAS  
C/AS  
OD/CRS-2